Enlarging the View and Searching for an Offender

Enlarging the View

- 1. Move your mouse to near the bottom of the document.
- 2. The Adobe Reader shortcut bar will appear.



3. Click the plus sign to enlarge the view.

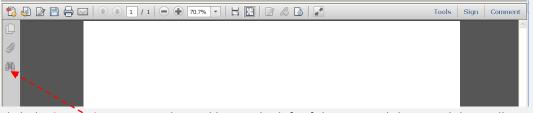
Note: If the view is such that the entire page width or height is not shown, scroll bars are provided to the right or bottom of the view.

Searching for an Offender

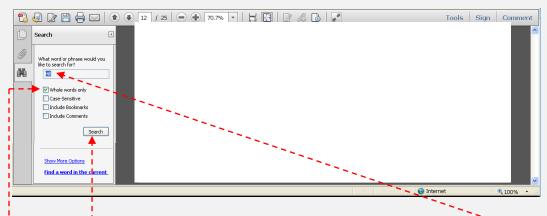
- 1. Move your mouse to near the bottom of the document.
- 2. The Adobe Reader shortcut bar will appear.



3. Click the Adobe symbol to the right of the plus sign to display the Adobe tool bars above and to the left of the text.

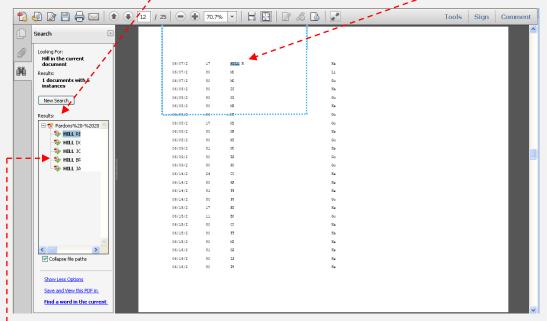


4. Click the binoculars icon on the tool bar to the left of the text and the Search box will appear.



5. Enter the last name or AIS # of the offender for whom you are searching in the box and click the Search button. Note: If not entering the full name or number, be sure to remove the checkmark by "Whole words only".

6. If a match is found, the Results are displayed in the Search panel and the first match is displayed in the document.



- 7. If the displayed offender is not the one for whom you are searching, click the correct offender in the Results box to display his or her information.
- 8. Only offenders whose pardon or parole has been granted are listed in the Hearing Results. If the offender for whom you are searching is not listed, you may contact Pardons and Paroles for more information. If you have registered as a victim or interested party for a particular case/offender, you will receive a notification prior to a hearing before the Board of Pardons and Paroles for the offender.